



**City of Santa Barbara**  
Airport Department

**Memorandum**

**DATE:** September 21, 2011  
**TO:** Airport Commission  
**FROM:** Karen Ramsdell, Airport Director  
**SUBJECT:** Airport Master Plan

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**RECOMMENDATION:** That Airport Commission receive a report on the development of a Master Plan for the Airport.

**DISCUSSION:**

Background

The Federal Aviation Administration (FAA) requires that airports maintain a Master Plan, and the Plans are updated every five to ten years as planned improvements are completed. The Airport's Master Plan/Aviation Facilities Plan was last updated in 2001. There were two major projects included in the 2001 Master Plan: construction of FAA standard runway safety areas on the main commercial runway 7-25; and construction of a new 72,000 square foot airline terminal building to meet the needs of the traveling public. The runway safety projects are completed and the new airline terminal facility is due to be completed by summer 2012. For many years it has been envisioned that commercial aviation facilities would be developed south of Runway 7-25 and general aviation facilities would be developed north of Runway 7-25. With major general aviation leases expiring in the next five to seven years, it is timely to be considering where facilities are needed and their location.

Master Plan Goals

In an effort to facilitate the planning of future Airport improvements and to provide a framework to guide future airport development to meet aviation demand, a new Master Plan is needed.

There are three main goals for the Master Plan. First, focus on consolidating all general aviation activity and facilities north of Runway 7-25. The Airport's two Fixed Base Operators'(FBO) leases expire in 2013 and the Ampersand lease expires in 2018.

Between the Signature and Ampersand leaseholds about 40 acres will need planning direction for future facility improvements.

The second goal is to evaluate future expansion of the new Airline Terminal building which is scheduled to be completed in 2012. It is expected that the new terminal facilities will serve passenger demand for many years to come, however it is important to plan for future expansion based on passenger demand and to relocate off-site long-term parking to the Terminal complex. In order for the Airline Terminal and long-term parking facilities to expand to the south a FBO must be relocated. In addition to vehicle parking the passenger terminal has need for additional aircraft parking. Relocation the off-site long-term vehicle parking will enable the Airport to eliminate the off-site parking lot shuttle operation saving the Airport about \$800,000 annually.

The third goal includes evaluation of airfield safety conditions and identification of facility needs that will improve the operating conditions for aircraft. The FAA Runway Safety Action Team has identified one improvement, extension of Taxiway H to the west.

That would reduce the potential for aircraft runway incursions. That and other needs will be evaluated. As with most airfield projects the impact to the Goleta Slough Reserve and any required mitigation required under the California Coastal Act and the Airport Local Coastal Plan will also be identified.

### Scope of Services

A summary of the work items required for completion of the Airport Master Plan are listed below.

1. **Establish a Planning Advisory Committee** – composed of representatives of FAA and Caltrans, local, regional, state, or federal agencies; airport users and tenants; and local community representatives. The Committee will advise the Consultant on content and recommendations of the Master Plan study through meetings and review of working papers.
2. **Inventory** – this element will assemble and organize relevant information, data and mapping to be used throughout the study in support of various analyses.
3. **Forecasts** – this study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that must be met by the Airport and by the surrounding airport environs area.
4. **Demand Capacity** – this element is to determine the critical airside and landside demand/capacity relationships to serve as a guide for later determination of facility requirements.
5. **Facility Requirements** – The capacity needs will be converted in this element into types and volumes of actual physical facilities required to meet

forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

6. **Airport Alternatives** – Using the Facility Requirements, alternative development scenarios, including the “no-build” scenario, for the Airport will be identified. These scenarios must take into account the development needs of the Airport to meet projected aviation demand levels as determined in the forecasting element and meet airfield, passenger terminal building, cargo area, general aviation area, revenue support area and other Airport capacity needs established under the demand/capacity element.
7. **Recommend Master Plan Concept and Capital Financial Plan** – This element will establish a capital implementation program to provide the Airport development requirements necessary to meet aviation activity demands during the forecast period.
8. **Airport Plans** – All plans will be prepared in a format which complies with the content contained within FAA’s current Airport Layout Plan checklist and can be utilized by the Airport in carrying out implementation of the projects.
9. **Public Coordination and Communication** - preparation and distribution of brochures, graphic displays, handout materials for the Planning Advisory Committee meetings (five meetings); coordination meetings with Airport, FAA, Airport Land Use Commission, and Goleta Slough Management Committee (6 meetings planned); public workshops for general public and Airport users (4 meetings planned); and web page for Master Plan.
10. **Final Reports and Approvals** – These documents will depict all of the findings of the study effort and to present the study and its recommendations to appropriate local organizations.

### Consultant Selection

A request for qualification solicitation was conducted in May 2011 to select a consultant that best meets the needs of the Airport for the preparation of the Master Plan. After a series of reviews and interviews, Coffman Associates was selected. The proposed scope of work has been approved by the FAA and a contract is being prepared with Coffman in an amount not to exceed \$893,595. The City recently was awarded an Airport Improvement Program grant which provides \$791,420 with the local 5% match of \$41,654 for a total of \$833,074 for the project. The required environmental elements are not covered by the FAA and will be funded with Airport reserves above Policy in an amount of \$60,521.

The consultant contract is being scheduled for City Council consideration on October 11, and the Notice to Proceed to be issued by October 14, 2011. An estimated project schedule for the Airport Master Plan is attached. It is anticipated that the Planning Advisory Committee will begin meetings in the first month of planning effort.